

### Appeal Format

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An eligible applicant, subgrantee, or State may appeal, in writing, any FEMA decision regarding projects submitted for funding under the Hazard Mitigation Grant Program.

The appeal should contain documentation that justifies the request for reconsideration. The appeal should specify the monetary figure in dispute and the provisions in Federal law, regulation, or policy with which the appellant believes the initial action was inconsistent.

Whether the appeal is originated by the State or by an applicant, the appeal must be submitted in writing to the Regional Director by the State.

### Two Levels of Appeal

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There are two levels of appeal. The Regional Director is the decisionmaker on first appeals. If there is an appeal of the Regional Director's decision on any first appeal, the Associate Director for Mitigation is the decisionmaker for the second appeal.

### Technical Evaluation

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In some cases, the appeal may involve highly technical issues. The Regional Director or Associate Director may consult independent scientific or technical experts on the subject under appeal.

### Appeal Timeframes

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Appeals must be made within 60 days of the applicant's receipt of FEMA's funding decision.

The State must forward any appeal from an applicant or subgrantee with a written recommendation to the Regional Director within 60 days of receipt.

Within 90 days following the receipt of an appeal, the Regional Director will notify the State in writing as to the new decision or the need for more information.

If additional information or technical evaluation is needed in order to make a decision, the Regional Director or Associate Director will act within 90 days following the receipt of the new information.

### Decision Notification

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FEMA will provide its decision to the State in writing. If the decision is to grant the appeal, the Regional Director will take the appropriate action.

